

## User Guide to Public Access/On-line Register

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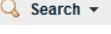
## Open Public Access and search for planning applications

- Public Access allows anyone to search, view and comment on planning applications on Cotswold District Council's website
- Open the website at <http://www.cotswold.gov.uk/> and click **Planning & building** across the top

then click  , then click  . This will bring you to the Public Access home page.

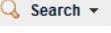
### Use simple search

Use simple search if you know the reference number, postcode or part of the address

- Click the Search button  at the top then select Planning then Simple Search or click Simple tab
- Click Applications or Appeals button  Applications  Appeals
- Select the Status from the drop down list i.e. all, current or decided
- Type a keyword in the box and click Search and the matching applications will be listed
- Click the bold title to view more details

### Use advanced search

Use advanced search to search specific application details or dates

- Click the Search button  then select Planning then Advanced Search or click the Advanced tab
- Click Applications or Appeals button across the top 
- Fill in or click the drop down lists to select the search criteria eg application type, status, decision and click Search and the matching application(s) are listed
- Click the bold title to view more details

## Use weekly or monthly lists search

Use weekly/monthly lists search to view applications validated or decided in a specific week

- Click the Search button then select Planning then Weekly/Monthly lists
- Click Weekly list, Monthly list or Current applications button across the top
- Set your search criteria as follows:
  - Click the drop down lists to select the Parish or Ward or leave them as All
  - Click the drop down list to select a date from the week beginning box or a month in the month box
  - Click either Validated this week or Decided this week
- Click Search and the matching applications will be listed

## Use property search

- Click the Search button then select Planning then Property search or click the Property tab
- Click the address search button at the top and fill in the street name or postcode and click Search
- Click A to Z Street search and click the relevant letter of the alphabet and scroll through the pages and click the street required and select the address
- Click the Property history or Map tabs to see more information about the site

## View and comment on planning applications

### View an application

- Click the bold title text in the search results to view more details and click the following on the Details tab:
  - Summary: summary of the application
  - Further information: more details about the applicant and agent
  - Contacts: contact details of the agent and ward councillors
  - Important dates: for the validation, committee and decision dates
- Click the Documents tab to view plans and documents:
  - Select Filter by Description and type a term in the box and click Apply to filter the documents
  - Click the View document icon to open the document or drawing in a new window
  - Click the measure document icon to open the drawing with an online measuring tool. See [Measure plans](#) section below
- Click the Related cases tab to view the application history of the property eg other planning and building control applications
- Click the Map tab to see the location of the planning application

### Comment on an application

- Open the application and either click the Comments tab or click the Make a comment button
- Fill in the fields and click Submit to send your comments
- Once the comments are checked they are then displayed in the Documents tab

## Register to save searches and track applications

Register for a user account to save frequently used searches and track applications:

- Click the Register button and fill in the details, find your address and read the terms
- Click on the link in the email to your email address you used to register then you can log in
- Click the Login button and fill in your email address and password and click Log in

### Save and run a search

- Do a search and click the Save search button and fill in the Search title and click yes or no to be notified when there are new search results and click Save
- Click the My Profile button and select Saved searches to display all your saved searches and click the run button to see the latest results

## Track applications

- You can be emailed when a new document is added or the status of the application changes
- Open the application click Track button  and the application will appear in your tracked applications
- Click the View icon  to see the details of the application or click the Delete icon  to stop tracking the application

## Measure plans and drawings

### Open the measuring tool

- Click the Measure document icon  next to the plan or drawing to be measured and the online measuring tool opens in a new window

### Move and change the size of the image

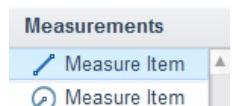
- Click the Pan/Zoom button  and click and drag to move the image round the screen



- Click on the zoom slider  on the bottom left hand side to make the image larger or smaller
- Roll your mouse wheel forward to make the image larger or roll it back to make the image smaller

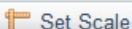
### Measure items on the drawing

- Click one of the following measuring tools:
  - Click the **Distance** button  to measure distance
  - Click the **Perimeter** button  to measure round a feature and click again near the start point to finish measuring
  - Click the **Rectangle** button  to measure a rectangular shape. Click one corner of the area to be measured and stretch it to the opposite corner and click again to finish the measurement
  - Click the **Area** button  to measure a multiple sided shape and press the Ctrl key on the keyboard and click to finish the measurement
  - Click the **Radius** button  to measure a circle
- Click and draw a line or shape to be measured and the measurements appear in the measurements box down the left hand side



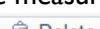
### Set the scale

Set the scale so you can make accurate measurements

Click the Set scale button  and do one of the following:

- If there's a scale ratio on the drawing e.g. 1:100:
  - Click the Scale ratio button
  - Click the unit you want to use
  - Type the scale ratio figures and select the paper size and click ok
- If there is a scale bar or a feature labelled with its length on the drawing:
  - Click the Manual calibration button
  - Click at the start of the scale bar or feature and drag the line to the end of the scale bar
  - Type the distance in the box and click Ok

### Delete measurements

- Click the measurement to be deleted in the Measurements box on the left hand side and click the Delete button  in the Properties box
- Click the Actions button on the top and click Erase all to delete all measurements from the drawing